



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 02/10/2016

Closing Date: 02/24/2016

Position Title: Tutor

Department: Towanits School

Work Schedule: Monday-Friday 1:00PM- 5:00PM (Hours Vary)

Wage Rate: Pay Range 9: \$11.82/Hr./ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Tutor

WORKSITE: Towanits School

310 N. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the supervision of the Lead Teacher, the Tutor will provide basic academic assistance along with behavior support to the Tule River Indian Reservation students. The Tutor will keep accurate records of student(s) activities, provide cultural awareness and follow program guidelines.

DUTIES AND RESPONSIBILITIES:

1. Provide academic assistance to Native American students in need of special help.
 2. Assist elementary, middle school and high school students in completing assignments in reading, math and other subjects as necessary.
 3. Provide individual tutoring to Kindergarten through grade 12 students in a variety of subjects.
 4. Implement individual remedial programs and assessments.
 5. Assist in supervision of student.
 6. Keep accurate, continuing written records of student activities and monthly reports.
 7. Will provide one-on-one support to determine and resolve student classroom issues.
 8. Will provide cultural awareness to students.
 9. Other duties as assigned by Supervisor.
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QUALIFICATIONS:

1. Minimum AA degree or relevant work experience may be substituted for formal education.
 2. Ability to work with youth from Kindergarten through grade 12.
 3. Ability to provide positive encouragement and a pleasant atmosphere to enhance students' achievements.
 4. Must be dependable and able to work flexible hours based on students' needs.
 5. Willingness to increase knowledge and skills through participation in service training and college course work.
 6. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
 7. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.
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PHYSICAL REQUIREMENTS:

Position requires balancing, bending, crouching, kneeling, reaching, and standing. Exposure to adverse weather conditions and temperature extremes. Exposure to wet and/or slippery surfaces. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and be able to work in/near active vehicular traffic. This position also requires tasks that require strenuous physical exertion.

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| This position reports to: | Lead Teacher |
| Supervises: | None |
| Salary: | Pay Range 9: \$11.82/ HR/ Paid Bi-Weekly |
| Hours: | Part-Time/ Regular Hours: (August- June) Monday- Friday 2:30 PM- 5:30 PM Summer School Hours: (June-August) Monday- Friday 8:00AM-1:00PM (Hours vary depending on community needs) |
| Benefits: | None |

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT